

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Policy and Advocacy Manager - São Tomé and Príncipe
DIVISION/DEPARTMENT:	Africa Partnership Secretariat / Conservation Division
LOCATION:	São Tomé Island - São Tomé and Príncipe

1. OVERALL PURPOSE OF JOB

The São Tomé and Príncipe Policy & Advocacy Manager will be responsible for shaping BirdLife International office in Sao Tomé and Principe response to emerging policy trends for nature conservation, working with a variety of stakeholders, playing a key role in horizon scanning and maximising the organisations' opportunities for external engagement toward sustainable development. He/She will provide informed/evidenced support to increase the management effectiveness of Protect Areas (PAs), reducing forest degradation, and improving environmental law enforcement. He/She will support streamlining of existing environmental laws, policies and and regulatory frameworks to promote enhanced enforcement and compliance.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Projects Office – São Tomé and Príncipe
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • Communications Officer – São Tomé and Príncipe • Sustainable Finance & Biodiversity Mainstreaming Officer – São Tomé and Príncipe
PRINCIPAL OTHER WORKING RELATIONSHIPS / RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • All staff at the BirdLife São Tomé and Príncipe Office, in particular projects leads from the 'Conservation & Outreach' department (<i>day-to-day team work, coordination, collaboration, etc. for cost-efficient lead on office projects</i>) • Policy and Communications, Conservation and Fundraising staff at the BirdLife Africa Secretariat, especially (<i>experience sharing and support/guidance</i>) • Forest staff of BirdLife Global Secretariat (<i>experience sharing and support/guidance</i>)
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • São Tomé and Príncipe government institutions; in particular, the line directorates for forest, biodiversity, and Protected Areas management, and national law enforcement bodies and politicians/decisions-makers (<i>direct support and accompaniment re- environmental law & further enforcement for nature conservation</i>) • São Tomé and Príncipe Private Sector, among others, (i) Agro & transformation industries; in particular Valúdo, Agripalma, Água Bom Sucesso, (ii) Tourism sector, (iii) Export cooperatives (<i>guidance and/or synergetic approaches to nature conservation for biodiversity mainstreaming</i>) • Project(s) implementation partners, including: Oikos – Cooperação e Desenvolvimento, Fundação Príncipe (<i>supervision and guidance, activities monitoring and one-off support activities</i>) • National & International Civil Society organization & Universities, in particular, the Plataforma Nacional de Turismo Responsável e Sustentável, Gulf of Guinea Biodiversity Center, Associação Programa Tatô (<i>information and coordination for effective biodiversity conservation / environmental law enforcement</i>) • Bilateral and multilateral cooperation agencies (<i>synergies, mainstreaming/information, fundraising</i>) • External consultant & Projects Management Units (<i>building on external support/advices</i>)

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	3	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	0	Press & media	3	Funding organisations (institutions, foundations, corporations)	2

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BirdLife Global Council	0	Regulators/ legislators/ auditors	3	Individual donors/ members	2
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications. Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Support development of strategic guidance and technical inputs to the implementation of activities related to environmental law (<i>building on international perspectives from the UNDP-procured International Expert in Environmental Law</i>)</p> <ul style="list-style-type: none"> • Support streamlining of the existing environmental legal and regulatory frameworks in Sao Tomé and Príncipe. • Support review of the current institutional frameworks for nature conservation and management and further advocacy to streamline it for most effective implementation. • Identify and advise on legal aspects that must be taken into account in efforts to integrate environmental sustainability and biodiversity considerations in sectorial activities. <p>Support the preparation of an internationally benchmarked but nationally adapted national environmental law enforcement strategy and action plan (<i>under the lead of the UNDP-procured International Expert in Environmental Law Enforcement</i>) & further support its implementation:</p> <ul style="list-style-type: none"> • Secure full integration of BirdLife initiatives interventions in the country, such as support to the creation of specialized unit of Environmental Police, studies/analysis of forest data analysis and associated lessons learnt, and civil society cohort of eco-guards "Obô Guardians". • Support capacity development efforts for environmental law surveillance and enforcement and facilitate direct support and accompaniment to law enforcement bodies in the country. • Provide inputs on law enforcement issues that need to be taken into account to enhance management effectiveness of PAs and adjacent High Conservation Value areas. <p>Mainstreaming Biodiversity in the Public & Private Sector</p> <ul style="list-style-type: none"> • Map and support stakeholders/institutions that need to be involved in policies that might have an impact on biodiversity or PAs. • Support existing and new public private partnerships, developing sustainable tourism, contributing to REDD+ processes, etc. • Provide expertise to integrate biodiversity/forest conservation needs into the Spatial & Land-Use planning, development aid and private sector investment plans; including in energy production, water management, climate adaptation and agriculture. • Co-develop, adapt and/or disseminate tools and methods, tailored to the STP context, that help estimate returns from biodiversity friendly investments; and identify opportunities for reduction of operational, reputational and regulatory risks along the supply chains of private sector actors. <p>Support fund raising, strategic relations, image and reputation of BirdLife team?:</p> <ul style="list-style-type: none"> • Leverage partnership; including supporting the Project Head to:

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<ul style="list-style-type: none"> ○ Coordinate integration of BirdLife’s projects in the conservation of forest landscapes of São Tomé and Príncipe; ○ Explore synergies with other conservation actions in São Tomé and Príncipe; ○ Foster collaborations that will enhance project delivery and visibility, with a focus to São Tomé Island. <ul style="list-style-type: none"> ● Develop concept notes and support fundraising. ● Support Project Head to raise BirdLife’s profile and promote and safeguard BirdLife’s reputation and credibility in São Tomé and Príncipe. ● . <p>Act as BirdLife primary lead for the GEF-funded UNDP-led “Enhancing Biodiversity Conservation and Sustainable Land and Natural Resource Management” project implemented through the General Directorate for the Environment:</p> <ul style="list-style-type: none"> ● Ensure efficient and effective delivery of the BirdLife-led components of the project, in direct collaboration with the General Directorate for the Environment, Forest and Biodiversity Directorate and the Regional Secretariat for the Environment and Sustainable Development. ● Led on the project’s Monitoring and Evaluation. ● Coordinate and draft in a timely manner, quality reports and other project deliverables with project partners and consultants and in line with donor requirements. <p>Others:</p> <ul style="list-style-type: none"> ● Supervise the Communications Officer and Sustainable Finance & Biodiversity Mainstreaming Officer ● Any other duties as delegated by Head of Projects Office.
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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	Support and propose new fundraising opportunities
Contracts – Staff/Consultants	Consultants on approved projects whose fees do not exceed GBP 2,500
Contracts – Service providers	Travel and purchase of services not exceeding GBP 1,000 according to approved projects
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Master / Doctorate level with degree in Law and/or Conservation Science
Job Specific Education/Qualification	Bachelor’s in management, development studies, public policy, or related areas will be considered
Job Specific Knowledge	Ability to lead and mentor staff leading to professional growth, along with a commitment to working collegially with all staff, and professionally and diplomatically with all partner organisations – government and non-government
Experience	Significant experience leading, managing, and/or advising on law enforcement operations, ideally in Protected Areas and/or in environmental law, including experience in protected areas, biodiversity conservation and community based natural resource management Experience in developing and/or analysing policy and legislative documents in environment and natural resources management sectors.

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	Demonstrated experience in successfully building: (i) the skills and knowledge of others and (ii) working partnerships and individual relationships with a national law enforcement body
Management & organisational skills	Skilled at building consensus with conservation partners and other stakeholders. Strong leadership and team management experience, including ability to motivate, set objectives, and manage performance of a multidisciplinary team
Communications skills	Excellent interpersonal and communication skills
Analytical Skills	Excellent analytical skills required
Creativity & Initiative	Willingness to rapidly gain an understanding of the institutional and legal framework of conservation in STP, as well as of relevant policy issues
Computer Literacy	Competent computer skills, particularly in Microsoft Office Suite
Languages	Working proficiency in English Working proficiency in Portuguese an advantage
Travel requirements	This position will be based in Sao Tomé island with frequent travels to Principe island (on a need basis)
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Flexibility, optimism, good humour, passion for excellence, self-motivated to achieve a collective purpose	

Prepared by:	Date:
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